



Town Manager's Report to the Town Council

Submitted by:
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Town of Winslow - In the heart of Central Maine representing People, Pride and Progress.

FY 2013 AUDIT REPORT

As you know, the auditing firm of Runyon Kersteen Ouellette have completed our Fiscal Year 2013 financial audit. A copy of the audit report is in the Council packet.

Auditor Hank Farrah will be at our November 12th Council meeting to give the Council an overview of the audit and to answer any questions the Council may have. I have attached a copy of his powerpoint presentation to this report for the Councils review and consideration.

As you may recall, we budgeted to use \$941,000 of surplus funds to balance the budget for FY 2013. As you will see in this audit report we only used \$306,505 of surplus funds and as a result our unassigned (surplus) fund balance remains healthy.

AGRICULTURAL WORKING GROUP

On Friday, October 25th, our Agricultural Working Group and the Maine Farmland Trust hosted a "Kennebec Region Farming Open House and Forum". The event was held at the Winslow VFW from 5:00 pm to 8:30 pm. John Piotti, the Executive Director of the Maine Farmland Trust, was the keynote speaker. Attached to this report is a news article written by Mr. Piotti regarding the event.

Approximately 30 people attended the event, some of whom were farmers. During the event I learned that although Maine may be a good place for dairy farming, the infrastructure that once supported farming here has been lost.

Our Agricultural Working Group will continue exploring how we can support farming in our community and at some point in the future will be presenting the Town Council with recommendations to do so.

PERSONNEL POLICY AMENDMENTS

In the Council Packet is Ordinance No. 3-2013, which if approved will amend our current Personnel Policies. Our policies were last amended in 2003 and therefore some of the policies are out-of-date. For example, after 2003 the IRS changed the rules on our Retirement Health Savings plan and as a result the language in our current policy is inconsistent with how the plan is actually administered. And, since we are poised to change our health insurance plan with the Police Union, I have taken the liberty of including this new plan in the proposed amendments so that non-union employees will fall under this new plan as well.

ROOF REINFORCEMENT PROJECT

As you know, Becker Structural Engineers have prepared a plan to reinforce the Town Office roof support system (*see attached*). We sent bid requests to the Sheridan Corp., the Consigli Construction Co., and Peachey Builders. Peachey Builders were the only construction firm who attended our mandatory pre-bid meeting. The final bids are due on or before Friday, Nov. 8th, at 4:00 pm.

Due to the approaching winter the engineer and I have decided to continue with the bid process despite the fact that we only had one bidder attend the meeting. If we receive a bid that seems unusually high then I will recommend that we re-bid the project.

I have prepared Order No. 10-2013 in the event that we do receive an acceptable bid. If the Council accepts the bid then I will be requesting that the second reading be waived. If the project goes as planned the work could be completed before the end of December.